

Community Participant Role Description Template General



Document control table

| | |
|------------------------|---|
| Business area: | Insight, Performance and Digital Services - Community Participation |
| Document distribution: | Official_Internal |

1. Form

Role Title: Community Participant for Care Finder Tender Evaluation Panel

Activity title: Care finder services to help older people navigate the aged care system

Reports to: N/A

Activity Background

The Australian Aged Care system can be tricky for older adults (people aged over 65) to access. This includes older adults who are socially isolated, come from a culturally and linguistically diverse background (CALD) or identify as Aboriginal and Torres Strait Islander People.

The Australian Government has asked Primary Health Networks (PHNs) to support care finder programs. Care finder programs will provide face to face help for older people to connect with relevant aged care services and My Aged Care.

North Western Melbourne Primary Health Network (NWMPHN) will be working with local services to set up care finder programs in central, north and western Melbourne.

NWMPHN are looking for members of the community to join a tender evaluation panel to help decide which services are the most suitable to deliver care finder programs.

About this role

The community participant will help us to decide the most suitable services to deliver care finder programs in central, north and western Melbourne.

The community participant's role is to be part of a tender review panel and reviewing tender documents to help decide which services would be the best to deliver care finder programs. The community participant will have the opportunity to score all the tender applications. These scores will be combined with the scores from the other tender panel members to help determine the best service to deliver the program.

Community Participant Role Description Template General



The community participant will need to be available during the following times:

| Task | Time required | Date | Format |
|---------------------------------|--------------------------|---|--------|
| Introduction & briefing session | 1 hours | The week starting September 19 th (date to be confirmed) | Online |
| Review of applications | 15 hours (approximately) | The week 3 rd – 7 th October | Online |
| Panel review meeting | 2 hours | The week starting 10 th October (date to be confirmed) | Online |
| Interviews | To be confirmed | The week starting 10 th October (dates to be confirmed) | Online |

Requirements

The community participant will:

- Live or work in central, north or western Melbourne.
- Ideally have experience in accessing or supporting a person to access aged care services or My Aged Care.
- Be passionate about helping to shape a program that will help older adults access the right support.
- Have access to a computer to take part in panel meetings and review tender documents.

We are looking for a community participant who:

- Is passionate about older adults having access to aged care supports and services.
- Understands a range of older adults' experiences and can set aside self-interest to represent a broad range of older adults.
- Can work with others and communicate clearly.
- Is available to commit to the activities of the care finder tender evaluation panel, including meetings (these may be face to face or online) and general communication.

Community Participant Role Description Template General



Reimbursement

Payment will be provided in line with the NWMPHN Stakeholder Reimbursement Policy. This is \$145 per hour for attending meetings and \$80 an hour for reviewing documents.

Support

Community participants will have a NWMPHN staff member to support them in their role. The support person is the first point of contact for any questions, feedback or other issues they may have.

Support person: Laura Posniak

Role: Program Officer, Integration

Phone number: 9347 1188

Email: agedcaresupport@nwmpnhn.org.au

If further support is needed the community participant is welcome to contact the Program Officer, Community Participation.

Name: Brodie Preston

Phone number: 9347 1188

Email: brodie.preston@nwmpnhn.org.au

If the community participant has particular support needs, they are encouraged to discuss these with their support person. Support needs could include:

- Assistance with transport
- Access to an interpreter
- Special dietary requirements
- Religious requirements (e.g. special holidays)
- Cultural considerations
- Issues with access
- Literacy issues or concerns
- Training or professional development
- Supervision or mentoring

Community Participant Role Description Template General



Authorised

This role description is current at the date of approval and may be changed after discussion with the community participant.

| | |
|-----------|-------|
| Director: | Date: |
| Signed: | |

I agree to undertake the role of Community Participant for Care Finder Tender Evaluation Panel as outlined in this role description.

| | |
|---------|-------|
| Name: | Date: |
| Signed: | |

2. External resources

3. Legislation